

Maryland Department of Budget & Management
Office of Personnel Services and Benefits

ROBERT L. EHRLICH, JR.
Governor

CECILIA JANUSZKIEWICZ
Secretary

MICHAEL S. STEELE
Lieutenant Governor

JOHN M. WASILISIN
Deputy Secretary

Please mail your completed State application to:
OPSB Recruitment & Examination Division, Room 501
301 W. Preston Street, Baltimore, MD 21201

RECRUITMENT FOR: POLICE COMMUNICATIONS OPERATOR I
06-2703-001(List both the title and announcement
number on your application.)

SALARY: \$24,842 - \$37,853

CLOSING DATE: OPEN AND CONTINUOUS

POSITION DUTIES: This is responsible communications and clerical work in a State Police Post, Barrack or Headquarters Communications Center.

MINIMUM QUALIFICATIONS: Graduation from a standard high school or possession of a State high school equivalency certificate.

AND

Training or one year's full-time experience, or its equivalent, in typing or teletypewriter operation.

NOTES: Police Communications Operators will work eight hours daily on a 24-hour, 7 day per week rotating shift basis. They may be required to work weekends and holidays.

TYPING: Positions in this classification require the ability to type accurately from plain copy at a minimum of twenty net words per minute. During the interviewing process the hiring agency may give you a typing/keyboarding test to verify your ability to type at 20 wpm.

SELECTION PROCESS: Only candidates who meet the minimum qualifications will be admitted to the examination for this classification. Therefore, it is essential that you give complete and accurate information on your application. Successful candidates will be placed on the eligible list categorized as BEST QUALIFIED, BETTER QUALIFIED OR QUALIFIED. The eligible list will be in effect for an initial period of one year. The list will be used by the hiring agency to select employees.

EXAMINATION: The examination for this classification is a combination written multiple-choice test and an audio taped listening/recall demonstration test.

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